

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP# 234

TITLE: Organ Systems Branch Meeting and Workshop Support

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Jorge Gomez
Phone: 301.496.8528 Fax: 301.402.5319

Proposal Address:
6116 Executive Blvd., Suite 7013
Rockville, MD 20852

Billing Address:
Accounts Payable, OFM, NIH
Bldg 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 365 days from date of award,
with 4 option years after first award

C. PRICING METHOD: Time and Material

Estimation of Labor Hours on an Annual Basis

CLASS	ESTIMATED HOURS
Professional (PhD Level)	50
Professional (MA Level or Below)	200
Professional Support	2500
Administrative Support	1500
Other Support	250
Total	4500

Due to the fact that exact requirement are not known at this time, offerors should use Uniform Cost Assumptions for other direct costs in the amount of \$30,000.

The grand total estimated cost is \$500,000.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to the above POC. Five hard copies of the proposals should be submitted and should not exceed 20 pages (excluding resumes, references, and writing samples).

E. RESPONSE DUE DATE: January 7, 2005

F. NOTE: THIS RFTOP IS SET ASIDE FOR SMALL BUSINESS

G. TASK DESCRIPTION:

Contractor Requirements

It is the mission of the Organ Systems Branch (OSB) to promote interdisciplinary research and foster exchange between basic and clinical science to move basic research findings from the laboratory to applied settings involving patients and populations. Meetings and workshops are necessary for maintaining surveillance over developments in the OSB research programs and for assessing the national need for research in specific areas of cancer. Support by the contractor shall include meeting support, communication, administrative support, and scientific and technical writing. Specifically, support by the contractor shall include site identification, correspondence with meeting participants and speakers, preparation of pre-conference materials, travel arrangements, facility coordination, negotiating lowest cost for meeting space, payment of facility, collection of registration fees, disbursement of honoraria, arrangement for meals and refreshments as appropriate and permissible, and on-site support, including scientific and technical writing/note-taking, as needed.

I. **Meeting Requirements for meetings non-inclusive of the SPORE Investigators' Workshop:**

A. Pre-meeting Support

The contractor shall communicate with the Task Order Monitor (TOM) and other key NCI personnel to obtain relevant background material, and develop a strategy and operation plan, including issues to be addressed, format, desired speakers, and participants of the meetings.

1. Website Development:

When the TOM deems necessary, the contractor shall develop and monitor a web-based meeting registration system. The contractor shall plan and produce content for the web site, including overall design, layout, and appropriate linkages. All meetings will require website registration.

2. Site Selection:

Based on criteria provided by the TOM, the contractor shall identify a range of suitable meeting facilities. Meetings may take place at Federal facilities, hotels, conference centers, or other locations as appropriate. Although the majority of the meetings will be in the continental United States, up to three meetings per year will be international.

Arrangements should be made for meetings rooms and meals/refreshments in accordance with the NIH guidelines on use of federal appropriated and gift funds to cover meals and light refreshments. The contractor shall arrange for any necessary audio-visual, telecommunications, transcription, computer and recording equipment for each conference or meeting session. The contractor shall also be requested to furnish supplies, such as easels, blackboards, markers, note pads, etc.

The contractor shall be responsible for maintaining contact with on-site facility staff and designated NCI staff throughout meeting planning to ensure smooth operations. The contractor shall arrange and/or supply payment for the site chosen, and any related on-site equipment or supplies.

3. Pre-meeting Materials:

The contractor shall prepare, reproduce and distribute to attendees, prior to the meeting date, all necessary advance materials, such as letters of invitation, logistics fact sheets, orientation material, visual aids, and abstracts. Duplicate sets of materials, and/or additional materials shall be prepared by the contractor for distribution as necessary. The contractor shall be responsible for receiving and answering inquiries regarding the meeting.

In addition, the contractor shall provide updated lists of meeting participants regularly and prepare a final participant roster prior to the meeting to the TOM.

The contractor shall distribute pre-registration materials to participants and determine the appropriate amount of registration fee (if any) and collection registration forms and fees.

Registration fees shall be used to offset some of the cost of meals and conference materials, when appropriate. The contractor shall keep the registration fees separate from any federal appropriated funds.

4. Meeting Speakers/Participants:

The contractor shall develop a list of potential meeting participants or speakers based upon information provided by the TOM or designated NCI staff and contact potential speakers and participants to verify availability.

The contractor shall provide updated lists of meeting participants to the TOM regularly, with mailing address and contact information. The contractor shall also prepare a final roster of meeting participants, as well as name tags and tent cards with names of the attendees, as instructed by the TOM.

5. Travel Arrangements:

As required, the contractor shall provide support for travel, hotel accommodations, and ground transportation, including reservation services and reimbursement of meeting participants' travel and per diem expenses (lodging, meals and incidental expenses). When requested by the TOM, arrangements shall be made for sleeping rooms for meeting participants at government rates. Conference participants located outside the local travel area will be placed on records of call, including international participants. The contractor shall not be responsible for payment of airfare and train expenses, unless instructed by the TOM. In the circumstance that participants are unable to make suitable arrangements through the records of call, prior approval from the TOM must be obtained before providing airfare and train reimbursement.

The contractor shall obtain written confirmation of lodging arrangements for invitational participants.

The contractor shall secure hotel accommodations, within government per diem, whenever possible, for supported and non-supported participants, and written confirmation shall be furnished to the meeting participants.

The contractor shall prepare, distribute and/or collect reimbursement forms, with clear instructions, in advance of the meeting.

6. Refreshments/Meals:

All meeting participants located outside the local travel area will be placed on records of call. The participants, who are primarily grantees, will be considered Government employees for the purpose of the meeting. In effect, this will mean that more than 51% of the attendees will be in TDY status and beyond the 50 mile radius limitation, thereby, allowing the light refreshments and meals within per diem rates.

The contractor shall make all the appropriate arrangements to provide light refreshments with Government appropriated funds. In addition, the contractor shall collect registration fees from Government and non-Government employees within the 50 mile radius limitation. Registration fees shall be used to offset meals but shall be kept separate from any Federal appropriated funds.

B. Post-meeting Support

The contractor shall coordinate and effect the timely reimbursement of participants' expenses. This includes providing the necessary forms to the participants, collecting the forms and required receipts, and processing the claims. Participants shall be reimbursed within 30 days of receipt of claim forms by the contractor.

The contractor shall provide to meeting participants or speakers an honorarium of no more than \$200 per day of service when prior authorization has been provided by the TOM. The contractor shall correspond with meeting participants or speakers and collect the appropriate information necessary for disbursing honoraria.

C. Miscellaneous

The contractor shall provide on-site support whenever requested by the TOM.

Independently and not as an agent of the Government, the contractor shall furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government, as needed to perform the Statement of Work below including support for approximately 30 meetings per year. Listed below are anticipated meetings to take place during the five year contract period beginning December 27, 2004 through December 27, 2009.

(Note: Number of meetings, location, number of days and number of participants are subject to change).

No. of Mtgs. Per. Yr.	Meeting Name	No. of Days	No. of Federal Participants	No. of Non-Federal Participants (Year 1)	No. of Non-Federal Participants (Year 5)	Location	Date
1	Skin SPORE Meeting	1	10	30	40	TBD	TBD
1	Joint Lymphoma, Leukemia, Myeloma SPORE Meeting	2	10	60	80	TBD	TBD
1	Lung SPORE Meeting	2	10	80	90	TBD	TBD
1	LCBCC Meeting	2	10	40	50	TBD	TBD

1	GI SPORE Meeting	2	10	80	100	TBD	TBD
1	Head/Neck SPORE Meeting	2	10	40	60	TBD	TBD
1	Brain SPORE Meeting	2	10	50	60	TBD	TBD
1	Ovarian SPORE Meeting	2	10	45	60	TBD	TBD
1	Ovarian/GYN SPORE Meeting	2	10	60	100	TBD	TBD
1	Breast SPORE Meeting	2	10	120	150	TBD	TBD
1	MRI Meeting	1	10	30	40	TBD	TBD
1	Prostate SPORE Meeting	2	10	150	170	TBD	TBD
1	GU SPORE Meeting	2	10	30	60	TBD	TBD
10	Miscellaneous Meetings (Incl. up to three international meetings per year)	1-6	5-10	10	30	TBD	TBD

II. Meeting Requirements for the Annual SPORE Investigators' Workshop

In addition to the requirements listed above, the contractor shall be responsible for the following:

A. Pre-meeting Support

1. Registration Information:

The contractor shall be given access the meeting registration website in order to extract the necessary information to process registration fees.

2. Site Selection:

For year 1, the SPORE Investigators' Workshop will be held at the Marriott Wardman Park Hotel in Washington, D.C. on July 8-12, 2005. For subsequent SPORE Investigators' Workshops, the contractor shall be responsible for locating and arranging hotel accommodations for meeting participants (800 for yr. 2) (900 for yr. 3-5). In addition, the contractor shall arrange for approximately 26 meeting rooms throughout the duration of the workshop as specified below: (Note - all meeting rooms may not be needed for the same day).

No. of Mtg. Rooms	No. of participants (Year 1)	Meeting/Event	No. of Days
1	5	Registration	4
1	40	Patient Advocate Mtg.	2

1	55	Admin. Mtg.	1
2	30	Computer Room	4
1	950	Reception	1
1	950	Dinner	2
1	950	Plenary Session	2
1	100	Exec. Dir. Luncheon	1
10	40 -100	Organ Site Breakout Session	2
4	200	Concurrent Plenary Session	1
1	100	PI/PA Working Lunch	1
5	25 – 200	Special Session	4
10	10 – 30	Miscellaneous Session	4
13	100 – 200	Thematic Poster Session	2

In addition, the contractor shall be responsible for poster board setup for the Thematic Poster Sessions:

Year	No. of Poster Boards
1	300
2	320
3 – 5	340

3. SPORE Investigators' Workshop Brochure, Abstract Book, and Agenda At-a-Glance:

In preparation for the SPORE Investigators' Workshop, the contractor shall edit, design, print, and disburse to the meeting participants the Workshop Brochure.

In preparation for the SPORE Investigators' Workshop, the contractor shall collect abstracts electronically, edit abstracts and disburse to the NCI Office of Communications for printing. (Note: see enclosed book from previous Workshop and agenda at-a-glance).

The contractor shall provide input and review in the preparation of these materials and be responsible for receiving and answering inquiries regarding the pre-meeting materials described above.

B. On-site Support

The contractor shall provide sufficient staff for performing on-site conference service functions, such as secretarial, word processing and computer support, message handling, registration and information desk, audiovisual projections, recording, transcription, and other meeting support as needed.

1. Registration/Information/Message Handling

The contractor shall set up, and manage a registration/information desk and coordinate with the host facility to establish a system for receiving and relaying messages to meeting participants.

2. Secretarial Support

As needed during meetings, the contractor shall prepare, copy and distribute material.

3. Operation of Audio/Visual, Telecommunications and Computer Equipment

The contractor shall be responsible for set-up, operation and break-down of the following audio-visual equipment for each meeting event. (Note amount of equipment is subject to change).

35 mm slide projector w/ wireless remote control (w/ extra slide trays)

Table microphones

Mixer

Screens

Podium microphones

Floor microphones

Speaker timer

Laser Pointer

LCD Projector

Computers (Laptop & Desktop)

Monitors

The contractor shall arrange and coordinate daily morning/afternoon breaks for 950 participants . In addition, the contractor shall arrange and provide for 4 working lunches (50/75/100/125 participants each for year 1) and 1 working dinner (950 participants for year 1).

C. Miscellaneous:

The contractor shall provide courier service to OSB, bear express mailing costs when necessary.

The contractor shall assist in the organization of exhibits at selected meetings, making arrangements for shipping, on-site assembly, exhibition, disassembly and return of materials.

The contractor shall provide scientific and technical writing/note-taking/transcription, as requested by the TOM.

The SPORE Investigators' Workshop will be held mid July in the DC Metropolitan area. Listed below are the number of participants that are anticipated to attend the workshop each year.

Year	No. of Federal Participants	No. of Non-Federal Participants
1	75	875
2	75	925
3 - 5	75	975

H. EVALUATION FACTORS:

Review and Evaluation Factors of Task Order

A. Evaluation Criteria

1. Technical
2. Past Performance
3. Cost

You are advised that task order award will be based on an evaluation of proposals against three factors. The factors in order of importance are: technical (including demonstrated, recent experience in

planning/coordinating large meetings of over 500 participants, on the magnitude and size similar to the National Cancer Advisory Board, Board of Scientific Counselors, and Board of Scientific Advisors), past performance, and cost. Although technical factors are of paramount consideration in the award of the task order, both past performance and cost/price are also important to the overall contract award decision. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. Offerors are advised that award will be made to the offeror whose proposal provides the best overall value to the Government.

Additional criteria to be considered:

Demonstration of current experience planning and coordinating meetings for the National Cancer Institute, to include the annual meetings of the National Cancer Advisory Board, Board of Scientific Counselors and Board of Scientific Advisors.

Demonstration of current experience with planning and coordinating various meetings to include workshops of exceeding 500 participants.

Demonstration of familiarity with the National Cancer Institute, the Organ Systems Branch, and the SPOR Program.

B. Deliverables: (What is to be delivered; when; how and to whom...)

The contractor shall handle the logistics to include invitations, format and preparation of participant lists and other materials to be included in the meeting hand-out material, format and preparation of names and addressees for mailing labels, preparation of a draft agenda, telephone and fax contact with attendees and speakers. The contractor shall develop, design and monitor a web-based meeting registration system.

The contractor shall identify a range of suitable meeting facilities.

RFTOP# 234 TITLE:

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____ TO # NICS-_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:_____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED:_____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED:_____

Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date